



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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JON S. CORZINE
Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL BULLETIN NO. 5-08

1 May 2008

**EMPLOYEE EMERGENCY PERSONAL DATA
AND EMERGENCY CONTACT INFORMATION**

The purpose of this policy is to set forth guidelines for the collection and reporting of Emergency Personal Data and Emergency Contact Information for both daily Human Resources operations and for departmental Continuity of Government operations.

This Bulletin applies to all state offices, facilities and staff within the New Jersey Department of Military and Veterans Affairs (DMAVA) regarding the collection of emergency personal data and contact information for all assigned state employees, contract employees, and hourly employees.

REFERENCES:

- a) DMAVA COOP-COG Emergency Operations Plan – 1 October 2007

Effective immediately all Division Directors, facility Chief Executive Officers and /or Superintendents are required to update employee Emergency Personal Data and Contact Information on a quarterly basis. The Special Assistant to The Adjutant General and /or the Special Assistant to the Deputy Commissioner for Veterans Affairs will insure that the required personal data is collected and reviewed for the Command Group in Lawrenceville. All offices and facilities of the Department of Military and Veterans Affairs are directed to capture the minimum information contained in the attached Personal / Medical Emergency Information Form (See Encl 1).

Information will be reviewed and updated on the following quarterly schedule of each calendar year:

15 January	15 April	15 July	15 October
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Copies of the Personal / Medical Emergency Information Form will be maintained by each directorate / facility in a secure filing cabinet and a copy is to be provided to the Human Resources Division at: Headquarters NJ Department of Military and Veterans Affairs, Attn: HRD, 101 Eggerts Crossing Road, Lawrenceville, NJ 08648.

In addition, all directorates are to concurrently review this information for required changes to the DMAVA Continuity of Operations – Continuity of Government (COOP-COG) emergency operations plan Worksheet # 4 COOP Employee Roster and forward any changes, updates or corrections to the Agency COOP-COG Plan Coordinator.

Copies of updated worksheets will also be posted to the Departments Intranet Site (DMAVANet) to the COOP-COG on-line plan within the appropriate folder for Worksheet # 4 by a designated division representative.

Directors, Chief Executive Officers and Superintendents are to insure compliance with the actions outlined in the bulletin by the required annual review dates. Directors will certify completion of the quarterly review to the DMAVA, Director of Human Resources within 5 days of the designated quarterly review dates.

Questions or inquiries concerning this bulletin should be addressed to the department's Chief Information Officer, Mr. David Snedeker at (609) 530-6727 or email David.Snedeker@njdmava.state.nj.us

OFFICIAL:

A handwritten signature in black ink, appearing to read "David S. Snedeker", with a long horizontal flourish extending to the right.

DAVID S. SNEDEKER
Chief Information Officer
Director, Information and
Administrative Services Division

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, A1, A2, B, D, E, F
1 Encl

NJ Department of Military and Veterans Affairs

PERSONAL/MEDICAL EMERGENCY INFORMATION FORM

In order to bring our Personnel and Medical Records up to date, please fill in the following information **(Please Print Information)**:

EMPLOYEE'S NAME: _____

HOME ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE #: _____

CELL PHONE #: _____

In case of **EMERGENCY**, we should notify:

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE #: _____

CELL PHONE #: _____

WORK PHONE #: _____

FAMILY DOCTOR: _____

DOCTOR PHONE #: _____

EMPLOYEE
SIGNATURE: _____

DATE _____

PLEASE RETURN THIS TO YOUR DESIGNATED OFFICE OR FACILITY COORDINATOR AS SOON AS POSSIBLE. IT WILL BE FILED IN YOUR PERSONNEL FILE.